

Event Emergency and Evacuation Response Plan Template

Event Name

Date of Event

Operating Hours

Detailed description of the event Including any activities taking place at the venue
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1. SCOPE

This plan relates to the following emergency scenarios:

- › Medical emergency
- › Fire or explosion
- › Hazardous chemical spill including gas leak
- › Bomb threat

2. RESPONSE ACTIONS

The above mentioned emergencies may require one or more of the following responses:

- › Evacuation of the area / building
- › Containment of the threat (i.e chemical spill, gas leak)
- › First aid treatment and / or medical emergency response
- › Emergency Services response

3. PREPARATION AND TRAINING

All personnel normally working in any areas identified in this plan must be trained with the following emergency management information:

- › The general information contained within this document
- › Know what their roles and responsibilities are
- › Where the emergency exit locations and paths are located
- › The assembly point locations
- › The location of first aid and fire fighting equipment

The event organiser must conduct an exercise drill comprising of a walk through with all staff attending the event to ensure they are aware of the emergency and evacuation requirements.

4. GENERAL ROLES AND RESPONSIBILITIES

EMERGENCY PLANNING COMMITTEE

This Committee assists the Event Organiser to develop, review and test the plan evaluating the response to emergency situations and revise the plan as required.

Full Name

Full Name

Full Name

EVENT MANAGER / CHIEF WARDEN

(Referred to as 'Manager')

The Manager in the first instance will evaluate the need for an evacuation, initiate the evacuation, and contact Emergency Services. The Manager will then make sure all Assistants are accounted for and in liaison with Assistants ensure everyone is evacuated. The Manager will liaise with Emergency Services and facilitate re-entry to the area or building once it is safe to do so.

Full Name

SENIOR ASSISTANTS / STAFF / WARDENS

(Referred to as 'Assistant')

The Assistants will assist the Manager to ensure that everyone attending the event has been alerted to the emergency and where relevant to clear the area or event site.

Full Name

Full Name

Full Name

FIRST AID OFFICERS

The event needs to have a qualified person to administer first aid should it be required. A well stocked first aid kit and fire extinguishers must be on site in the area or building. St Johns have a minimal requirement for first aid supplies and a number of useful Fact Sheets on their website <http://stjohn.org.au/first-aid-facts>

Full Name

Full Name

ALL STAFF

All staff should carry out tasks as assigned by the Manager, proceed to the assembly area advising everyone attending the event to do the same, and not leave the assembly area unless advised by the Manager or Emergency Services personnel.

5. EMERGENCY RESPONSE

EVACUATION

When deciding when to evacuate, the Manager should consider the severity of the incident, the chance that the incident could escalate and the possibility that the incident could become uncontrollable based on resources available.

Steps to take in an evacuation:

- › The emergency occurs and the reason for evacuation is realised
- › Appropriate Assistants / Staff assess the situation
- › Notification is given to all Assistants / Staff and people attending the event advising them to evacuate to the assembly points
- › Assistants / Staff assist the Manager as requested
- › Emergency Services are notified of the emergency – call 000
- › Assistants to ensure the venue is vacated including all public areas, closed rooms and toilets
- › Await Emergency Services assessment

The following emergency procedures shall be carried out in response to specific emergency situations:

- 5.1 Fire and Explosion
- 5.2 Medical emergency
- 5.3 Hazardous chemicals Spill / Leak
- 5.4 Bomb Threat

5.1 FIRE AND EXPLOSION

Should you discover smoke or fire:

- › Assess the situation and potential for evacuation
- › Remove anyone in the immediate vicinity if it is safe to do so
- › If trained – attempt to extinguish the fire with appropriate fire extinguisher
- › Turn off gas and electricity supply if able
- › Notify the Manager
- › Manager to assess the situation and commence evacuation if deemed necessary
- › Call 000 (Emergency Services)
- › Notify all persons to leave the area calmly and proceed to assembly points
- › If the smoke or fire is contained in one area, notify persons in other areas
- › Identify any injured persons
- › Assistants / Staff to ensure that all persons are moved to assembly points
- › Await the arrival of Emergency Services and await further instruction
- › Only re enter the area or building when advised by Emergency Services or the Manager that it is safe to do so

Location of Fire Extinguishers, Fire Blankets, Hose Reels

Fire Extinguishers

Fire Blankets

Hose Reels

These locations should be shown on the event Site Map

5.2 MEDICAL EMERGENCY

Should a medical emergency occur:

- › The first Assistant / Staff member on the scene should assess the situation and if they do not have medical or first aid training immediately notify the Manager and / or First Aid Officers
- › Call Emergency Services – 000 and request an ambulance
- › First Aid Officers to administer first aid as required and remain with the injured person until the Emergency Services arrive
- › Organise for an Assistant / Staff member to meet the ambulance outside the venue and take them to the medical emergency and assist Emergency Services personnel as required
- › Manager to complete an Incident Report form as soon as possible after the event
- › If the medical emergency is an electrical shock, notify the Office of the Technical Regulator on **(08) 8226 5518**
email otrmail@sa.gov.au
online www.sa.gov.au/otr

5.3 HAZARDOUS CHEMICAL SPILL / GAS LEAK

Hazardous substances include oils, gas, disinfectants, sanitisers, cleaning products and fuel.

Should there be a leak or spill:

- › Assistants or Staff who find a spill or are notified of such a spill are to report it to the Manager immediately
- › At the direction of the Manager evacuate the area or building immediately if required, if not isolate the area so that no one can gain entry
- › If necessary, contact Emergency Services – 000
- › Attempt to stop any further leak or spill and turn off electrical equipment / gas within the area of the leak / spill
- › If it is safe to do so, soak up the leak / spill using appropriate spill kits and arrange for disposal to an appropriate landfill facility
- › Complete an Incident Report

5.4 BOMB TREAT

- › Anyone receiving the bomb threat to record the nature of the threat with as many details as possible about the caller that may assist the police in identification
- › Evacuate the area as per evacuation procedures
- › Call 000 and ask for Police assistance
- › The Manager may ask Assistants and Staff to carefully check their areas for unusual / suspicious items.
- › If identified, the items are not to be disturbed and the area to be cordoned off
- › Any suspicious items are then to be reported to Police upon their arrival
- › The area / building is only to be re-entered when Police have advised that it is safe to do so

Important issues to remember when dealing with a bomb threat:

- › Keep calm
- › Keep the caller on the telephone for as long as possible
- › Let the caller speak and endeavour to record as much detail as possible

6. LIST OF EMERGENCY CONTROL PERSONNEL

The following is a list of those persons at the event in addition to the Manager and Assistants such as Key Staff, stallholders, amusement operators who will be required to take actions in the case of an emergency.

Full Name

Full Name

Full Name

Full Name

Full Name

Full Name

Full Name

Full Name